
EXPERIENCED LEGAL SECRETARIES SEMINAR
February 26 - March 2, 2001
Columbia, South Carolina

AGENDA

ALL SESSIONS WILL BE HELD IN SALON B UNLESS OTHERWISE NOTED.

MONDAY, FEBRUARY 26, 2001

8:00 a.m.	REGISTRATION
8:30 - 9:00 a.m.	WELCOME AND ADMINISTRATIVE REMARKS
9:00 - 10:15 a.m.	CUSTOMER SERVICE: MAKING YOURSELF INDISPENSABLE
10:15 - 10:40 a.m.	BREAK
10:40 - 12:00 p.m.	ROUNDTABLE DISCUSSION GROUPS: MAKING YOURSELF INDISPENSABLE (See handout for group assignments and locations.)
12:00 - 1:30 p.m.	LUNCH
1:30 - 3:00 p.m.	WORKSHOPS (See handout for group assignments and locations.) GROUP A: INTERNET RESEARCH SKILLS (Computer Lab)
1:30 - 3:00 p.m.	WORKSHOPS (continued) GROUP B: CRIMINAL PROCEDURES
3:00 - 3:30 p.m.	BREAK
3:30 - 5:00 p.m.	WORKSHOPS (See handout for group assignments and locations.) GROUP B: INTERNET RESEARCH SKILLS (Computer Lab) GROUP A: CIVIL PROCEDURES
5:00 p.m.	RECESS

TUESDAY, FEBRUARY 27, 2001

8:30 - 9:30 a.m.	CITE-CHECKING SKILLS
9:30 - 9:45 a.m.	BREAK
9:45 - 10:45 a.m.	GROUP A: WESTLAW WORKSHOP (Computer Lab)
	GROUP B: WORKSHEET ON BLUEBOOK CITATION (Independent Work)
10:45 - 11:00 a.m.	BREAK
11:00 - 12:00 p.m.	GROUP B: WESTLAW WORKSHOP (Computer Lab)
	GROUP A: WORKSHEET ON BLUEBOOK CITATION (Independent Work)
12:00 - 1:30 p.m.	LUNCH
1:30 - 3:00 p.m.	CITE-CHECKING (continued)
3:00 - 3:30 p.m.	BREAK
3:30 - 5:00 p.m.	CORRECT AND EFFECTIVE WRITING
5:00 p.m.	RECESS AND RECEPTION

WEDNESDAY, FEBRUARY 28, 2001

8:30 - 10:00 a.m.	AUTOMATED LITIGATION SUPPORT (Joint Session with Criminal Federal Practice Class)
10:00 - 10:30 a.m.	BREAK
10:30 - 12:00 p.m.	COMPUTER RESEARCH TIPS
12:00 - 1:15 p.m.	LUNCH
1:15 - 3:00 p.m.	ADMINISTRATIVE AND PERSONNEL ISSUES
3:00 - 3:30 p.m.	BREAK
3:30 - 5:00 p.m.	ADMINISTRATIVE AND PERSONNEL ISSUES (continued)

5:00 p.m. RECESS

THURSDAY, MARCH 1, 2001

8:30 - 9:30 a.m.	VICTIM-WITNESS ISSUES FOR SECRETARIES
9:30 - 9:45 a.m.	BREAK
9:45 - 11:00 a.m.	VICTIM-WITNESS ISSUES FOR SECRETARIES (continued)
11:00 - 11:15 a.m.	BREAK
11:15 - 12:45 p.m.	MAKING YOUR COMMUNICATION STYLE WORK FOR YOU
12:45 - 2:00 p.m.	LUNCH
2:00 - 3:30 p.m.	MAKING YOUR COMMUNICATION STYLE WORK FOR YOU (continued)
3:30 - 4:00 p.m.	BREAK
4:00 - 5:15 p.m.	ETHICS ISSUES FOR SECRETARIES
5:15 p.m.	RECESS

FRIDAY, MARCH 2, 2001

8:30 - 9:45 a.m.	UPDATE ON THE FREEDOM OF INFORMATION ACT/ PRIVACY ACT
9:45 - 10:05 a.m.	BREAK
10:05 - 11:30 a.m.	LIFE MANAGEMENT SKILLS
11:30 a.m.	EVALUATIONS AND ADJOURNMENT